

**Chief Local Elected Officials Consortium Meeting**

January 6, 2021 – 2:30 PM

<https://zoom.us/j/94410977711?pwd=T0hvdXNRallwNnM2R3R6YnB1cFg5dz09>

Phone Number: 1-646-558-8656 – Access Code: 944 1097 7711 – Passcode: 128664

| <b>CLEO Members</b>           | <b>Locality</b>   | <b>Present</b> |
|-------------------------------|-------------------|----------------|
| The Honorable Stephen Bennett | Alleghany County  |                |
| The Honorable Billy Martin    | Botetourt County  | X              |
| The Honorable Tom Sibold, Jr. | City of Covington | X              |
| The Honorable Kathi Toelke    | Craig County      | X              |
| The Honorable Ronnie Thompson | Franklin County   |                |
| The Honorable Sherman Lea     | City of Roanoke   |                |
| The Honorable Martha Hooker   | Roanoke County    | X              |
| The Honorable John Saunders   | City of Salem     |                |
| <b>Alternate Members</b>      | <b>Locality</b>   | <b>Present</b> |
| Jonathan Lanford              | Alleghany County  |                |
| Gary Larrowe                  | Botetourt County  |                |
| n/a                           | City of Covington |                |
| Dan Collins                   | Craig County      |                |
| Christopher Whitlow           | Franklin County   | X              |
| The Honorable Joseph Cobb     | City of Roanoke   | X              |
| The Honorable P. Jason Peters | Roanoke County    |                |
| n/a                           | City of Salem     |                |

| <b>Board Staff</b> | <b>Present</b> |
|--------------------|----------------|
| Morgan Romeo       | X              |
| Leah Gibson        | X              |
| Michelle Brennan   | X              |
| Bobby Welch        | X              |

**Welcome**

Martha Hooker called the meeting to order at 2:31pm and reviewed the electronic meeting process with those in attendance.

**Public Comment**

There were no guests from the public present for public comment.

**Consent Agenda**

Martha Hooker asked the group to review the meeting minutes from the September 23, 2020 meeting and the Eligible Training Provider applications presented in the packet.

**CLEO Action:** Billy Martin moved to accept the minutes and applications as presented. The motion was seconded by Joe Cobb. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |
| The Honorable Kathi Toelke    | Yes         |
| The Honorable Martha Hooker   | Yes         |
| Christopher Whitlow           | Yes         |
| The Honorable Joseph Cobb     | Yes         |

### **New Business**

Martha Hooker noted that Morgan Romeo had provided notes from the Director in the packet for review.

Morgan Romeo provided the group with an update on the Strategic Plan – PY2020 – PY2024: Final Draft Approval. The document was provided in the packet. Morgan expressed appreciation to those who attended the planning sessions and participated in the development of the Plan. She shared that a facilitator had been contracted to help with the development. The Board has reviewed and approved this final draft. The document includes a SWOT analysis, goals, and strategies because of the sessions and discussions. The Board recommended that the goals be sent out with every meeting packet to remind the participants of the overall importance of their work. Morgan invited members in attendance if they are interested in a specific goal or strategy and wish to be further involved, to let her know. The Board members also requested Board staff come up with a performance dashboard to measure progress.

**CLEO Action:** Joe Cobb made a motion to accept the final draft of the plan as presented. The motion was seconded by Kathi Toelke. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |
| The Honorable Kathi Toelke    | Yes         |
| The Honorable Martha Hooker   | Yes         |
| Christopher Whitlow           | Yes         |
| The Honorable Joseph Cobb     | Yes         |

Morgan Romeo noted that there are currently three vacancies on the Board to be filled: one for a Craig County business, a Roanoke County business, and an Economic Development position. Morgan reviewed the following nominations that had been received:

- Roanoke County Business
  - o Sharon Pandolfini, Human Resources Manager, Precision Fabrics Group
- Craig County Business
  - o Stephanie Aliff, Human Resources Manager, Monroe Health Centers (Craig County Health & Dental Center)
- Economic Development
  - o Beth Simms, Economic Development Director, Town of Rocky Mount
  - o Jill Loope, Economic Development Director, Roanoke County
  - o John Hull, Executive Director, Roanoke Regional Partnership
  - o Marc Nelson, Economic Development Manager, Roanoke City
  - o Erin Burcham, Director of Talent Solutions, Roanoke Regional Partnership

The group discussed the nominees at length. The group agreed that the nominees for the Economic Development Representative position that are not appointed should be provided another avenue for participation in the work of the Board.

**CLEO Action:** Chris Whitlow made a motion to appoint Sharon Pandolfini, Stephanie Aliff and Beth Simms to the Board. The motion was seconded by Joe Cobb. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |

|                             |     |
|-----------------------------|-----|
| The Honorable Kathi Toelke  | Yes |
| The Honorable Martha Hooker | Yes |
| Christopher Whitlow         | Yes |
| The Honorable Joseph Cobb   | Yes |

## **Director's Report**

Morgan Romeo shared with the group that she had included a broad update in the packet, found on page 16.

### **Waiver Update – Accomplishments / PY2020 WIOA Title I Programs Update**

Morgan provided an update on the WIOA Title I Adult, Dislocated Worker and Youth programs with the group and shared reports in the packet. Overall, the waiver we received to operate the Adult and Dislocated Worker programs has been successful thus far. We are 6 months into the year and on track for enrollments for the Adult program. The Dislocated Worker program enrollments have been slightly less than expected, simply due to eligibility requirements and circumstances surrounding COVID-19, but we anticipate that will increase in the coming months. Expenditures for these two programs are increasing regularly. The Youth program is on track for annual enrollments, as well. The expenditures for the Youth program, however, are not. Morgan shared that Board staff had conversations with staff from The WorkPlace just this week regarding their Youth program budgets. The Board requested Morgan send a formal letter to The WorkPlace regarding the status of program performance and contract requirements. In March 2021, we will need to evaluate the contract status and potential for renewal.

### **Women's Foundation Grant Award**

Morgan reported that the Board had applied for this grant funding, partnering with the Roanoke Redevelopment and Housing Authority. The EnVision Center that is operated by the Housing Authority is being placed in the old Melrose Library. This grant awards funding to help outfit this Center with computers and equipment for services. This Center will be a type of satellite location for our Virginia Career Works Centers.

### **Additional Grant Updates**

Morgan noted that Board staff had applied for one grant through the Appalachian Regional Commission. This project would implement a workforce initiative to serve the Alleghany Highlands and assist individuals who are in substance abuse recovery to connect with the workforce system and obtain employment. The program would provide wrap around and supportive services to participants. Morgan shared that Board staff had also applied for a Department of Labor grant connected to H1B jobs. This is the first application Board staff have submitted for DOL funds directly. This project would provide funding to continue Career Quest as well as drive individuals to employment in Information Technology and Engineering positions. The project includes counterparts in the New River Valley and Martinsville areas as well as Economic Development organizations in all three areas.

### **Locality Funding Requests**

Morgan Romeo reminded those in attendance that requests for funding from each locality had been requested. These funds will also assist in continuing the Career Quest event and help with k12 career explorations and advancement. She noted that there will not be a Career Quest for this school year, but rather the schools have requested that we hold two events starting Fall 2021, one for the 7<sup>th</sup> graders and one for the 8<sup>th</sup> graders that missed the event when they were in 7<sup>th</sup> grade due to COVID-19 impact.

## **Finance Report**

### **FY2020 A-133 Audit Approval**

Bobby Welch reviewed the audit report with the group. The report showed an unqualified opinion meaning the auditors found no concerns or issues.

**CLEO Action:** Kathi Toelke made a motion to accept the audit report as presented. The motion was seconded by Chris Whitlow. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |
| The Honorable Kathi Toelke    | Yes         |
| The Honorable Martha Hooker   | Yes         |
| Christopher Whitlow           | Yes         |
| The Honorable Joseph Cobb     | Yes         |

#### 1<sup>st</sup> Quarter Budget vs. Actual Approval

Bobby reviewed the report with the group that was included in the packet. Discussion about the report was held.

**CLEO Action:** Joe Cobb made a motion to approve the report as presented. The motion was seconded by Billy Martin. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |
| The Honorable Kathi Toelke    | Yes         |
| The Honorable Martha Hooker   | Yes         |
| Christopher Whitlow           | Yes         |
| The Honorable Joseph Cobb     | Yes         |

#### FY2021 Budget Modification Approval

Bobby Welch directed the group to the budget modification document included in the packet. He noted that the changes being presented were highlighted in yellow. This included the addition of the Roanoke City CARES Act funding that was received as well as funds from the Virginia Community College System to contract a facilitator for the completion of the Strategic Plan sessions.

**CLEO Action:** Billy Martin made a motion to accept the budget modification as presented. The motion was seconded by Joe Cobb. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |
| The Honorable Kathi Toelke    | Yes         |
| The Honorable Martha Hooker   | Yes         |
| Christopher Whitlow           | Yes         |
| The Honorable Joseph Cobb     | Yes         |

#### Old Business

##### Fiscal Agent Update

Morgan Romeo provided an update to the CLEO regarding the Fiscal Agent for the Board. She reminded the group that the Roanoke Valley-Alleghany Regional Commission (RVARC) had notified the Board in April 2020 that they wished to terminate fiscal agent responsibilities as of 12/31/2020. Roanoke City, as the grant

recipient, has been very helpful since that time to assist us with this transition. The Board began the process, after reviewing all the options, to become their own fiscal agent. This means that the Board will receive funds directly and keep up with our own financials. Many of these tasks were already being completed by Board staff, with the only exception being payroll. Benefits for employees of the Board have been secured through the Center for Nonprofit Advancement. As a result of these changes, agreements in place had to have language corrections to remove RVARC. Morgan noted that the Memorandum of Understanding with the City of Roanoke had been updated based on the Board's approval as the 501c3, but the CLEO did need to see and review the document. She noted that Roanoke City drafted the agreement, and it was reviewed by the Board's attorney. Morgan also noted that she had provided the CLEO Agreement to each representative earlier that week, which needs to go to their locality Council for signature as soon as possible. The final document is the CLEO-Board Agreement, which was also included in the packet. This document assigns duties to the Board. Changes had been redlined for review. Once this document is approved by the CLEO, it will be signed by the chairs of the CLEO and the Board and will be effective.

**CLEO Action:** Billy Martin made a motion to accept the CLEO-Board Agreement as presented. The motion was seconded by Joe Cobb. The motion was carried by a roll call vote as follows:

| <b>CLEO Members</b>           | <b>Vote</b> |
|-------------------------------|-------------|
| The Honorable Billy Martin    | Yes         |
| The Honorable Tom Sibold, Jr. | Yes         |
| The Honorable Kathi Toelke    | Yes         |
| The Honorable Martha Hooker   | Yes         |
| Christopher Whitlow           | Yes         |
| The Honorable Joseph Cobb     | Yes         |

#### **Other Business**

No other business was presented.

#### **Adjournment**

Martha Hooker adjourned the meeting at 3:20pm.